



Advising

BOOKKEEPER

ALSO CALLED

- Secretary
- Farm secretary
- Office administrator
- Accounting technician
- Tax preparer



WHAT'S THE JOB ABOUT?

• General office duties

Telephone operations, computer operations, correspondence, mail, filing, banking, petty cash

• Maintaining financial records for farms and businesses

Purchases and sales, wages, invoices, cashbooks, ledgers, bank reconciliations, stock records and all statutory reporting

• Preparing a range of financial documents

GST/BAS, reconciliation of financial records, accounts

WORK CONDITIONS

- Bookkeepers may be employed on a full-time, part-time, temporary or contract basis.
- Large-scale rural properties, businesses, manufacturers, tax agents and accountants employ bookkeepers.
- Bookkeepers might work on their own or as part of an office team and may travel to client's businesses to prepare financial records.
- On a farm the duties of a bookkeeper may be done by the farmer, family or staff member.

EXPERIENCE AND RELATED TRAINING

- To be employed as a book keeper you must have qualifications and experience relevant to the type and level of work that you are doing.
- If you are already working at this level, you may have your skills recognised by applying for an appropriate qualification.



Advising

Career path	Training Requirements
<ul style="list-style-type: none"> • Tax preparer <p>You are trained by registered tax agents to prepare tax returns under supervision.</p>	<ul style="list-style-type: none"> • Course in Basic Income Tax Preparation (or equivalent) offered by a registered tax agent.
<ul style="list-style-type: none"> • Book keeper <p>You carry out a range of the above tasks on your own or as part of an office team, usually under supervision.</p>	<p>VOCATIONAL TRAINING</p> <ul style="list-style-type: none"> • Certificate 4 in Financial Services
<ul style="list-style-type: none"> • Registered Tax Agent <p>Once you have gained the required qualifications and experience you can apply to the Australian Taxation Office (ATO) for a specific licence from the Tax Agents Board to prepare taxation returns and employ/supervise others in tax preparation. You must prepare a certain number of tax returns to maintain the Tax Agents Certificate</p>	<p>TERTIARY EDUCATION</p> <ul style="list-style-type: none"> • Degree in Accounting (or equivalent) <p>ESSENTIAL EXPERIENCE</p> <ul style="list-style-type: none"> o More than 5 years in the preparation of all kinds of tax returns o Superannuation funds / Fringe benefits tax / Company tax o Liaising with ATO on amendments, objections and audits
<ul style="list-style-type: none"> • Accountant <p>You may be involved with some or all of the following:</p> <ul style="list-style-type: none"> o Taxation returns o Investment advice o Financial planning o Auditing o Business structure consultation 	<p>TERTIARY EDUCATION</p> <ul style="list-style-type: none"> • Degree in Accounting (or equivalent) <p>Membership of a professional association of accountants is essential to register as a chartered accountant.</p> <p>Specific qualifications are needed to provide investment advice or financial planning services.</p>

Related Jobs

- [Financial dealer and broker](#)
- [Rural business owner/manager](#)

[CLICK HERE TO GO TO ACTIVITIES](#)